# Chapter 7 - Civil Header - HDR

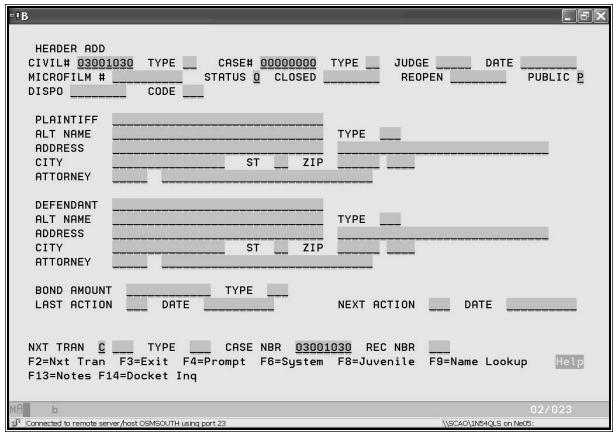
## Civil Header Screen

The civil header screen is used to add information about the plaintiff and defendant. Users must have security to be able to update case information.

# **Accessing the Civil Header Screen:**



From the Next Tran Line, enter **C HDR** in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the header screen.



Following are the field descriptions for the Civil Header Screen.

## ~Civil #~

This is the case number for this civil case.

## ~Type~

Enter the case type for this case. Press <F4> for a list of case types.

## ~Case #~

Enter the case number of the probate case that this case is cross referenced with.

# ~Type~

Enter the type of the cross referenced case. Press <F4> for a list of valid case types.

## ~Judge~

Enter the judge that is handling this case. Press <F4> for a list of valid jurists. Once a jurist has been entered into this field, the name will display below the field.

## ~Date~

Enter the date the case was filed with the court.

### ~Microfilm #~

Enter the microfilm number for this case.

#### ~Status~

Enter the status of this case. Press <F4> for a list of valid status codes.

#### ~Closed~

Enter the date that the case closed. A case can't be close duntil all parties are disposed.

## ~Reopen~

Enter the date that the case reopened.

## ~Public~

Enter the public status for this case. Press <F4> for a list of valid status codes.

# ~Dispo~

Enter the disposition date for this case.

#### ~Code~

Enter the disposition code for this case. Press <F4> for a list of valid codes. This will be counted on the caseload report.

#### ~Plaintiff~

Enter the plantiff's name.

#### ~Alt Name~

Enter the plaintiff's alternate name.

# ~Type~

Enter the type of alternate name. Press <F4> for a list of valid codes.

# ~Address, City, State and Zip~

Enter the address of the plaintiff.

## ~Attorney~

Enter the bar number of the attorney that represents the plaintiff. Press <F4> for a list of attorneys.

## ~Defendant~

Enter the defendant's name.

## ~Alt Name~

Enter the defendant's alternate name.

## ~Type~

Enter the type of alternate name. Press <F4> for a list of valid codes.

# ~Address, City, State and Zip~

Enter the address of the defendant.

## ~Attorney~

Enter the bar number of the attorney that represents the defendant. Press <F4> for a list of attorneys.

## ~Bond Amount~

Enter the bond amount.

# ~Type~

Enter the type of the bond. Press <F4> for a list of valid codes.

#### ~Last Action~

Displayed is the last action taken. This field is updated from the schedule screen.

#### ~Date~

Displayed is the last action date. This field is updated from the schedule screen.

## ~Next Action~

Displayed is the next action. This field is updated from the schedule screen.

## ~Date~

Displayed is the next action date. This field is updated from the schedule screen.

# Adding or Modifying a Civil Header

From the Next Tran Line, enter the following:

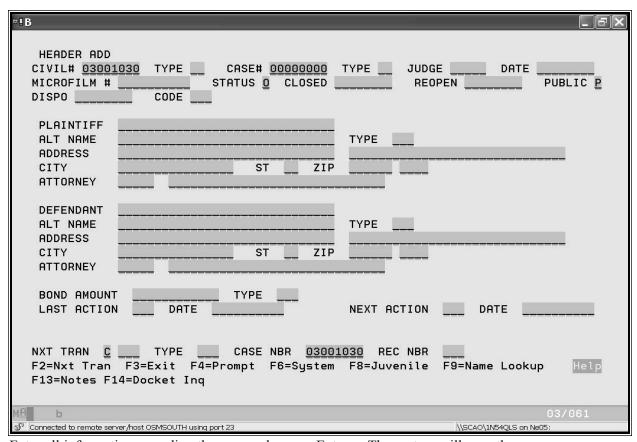
# Adding:



# **Modifying:**



When all information has been added, press <Enter> and the system will display the screen you requested.



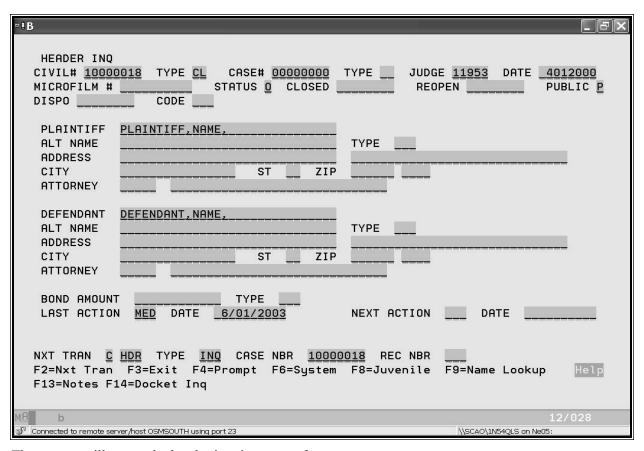
Enter all information regarding the case and press <Enter>. The system will save the case.

# Inquiring on a Civil Header

From the Next Tran Line enter the following information:

```
NXT TRAN <u>C HDR</u> TYPE <u>INO</u> CASE NBR <u>20035555</u> REC NBR ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



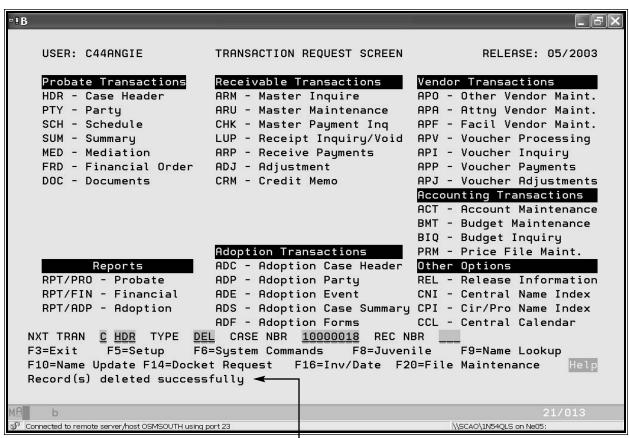
The system will return the header inquiry screen for you.

## **Deleting a Case**

From the Next Tran Line enter the following information:

```
NXT TRAN <u>C HDR</u> TYPE <u>DEL</u> CASE NBR <u>10000018</u> REC NBR ___
```

When all information has been added, press <Enter> and the system will delete the requested header.



The system will automatically delete the records.

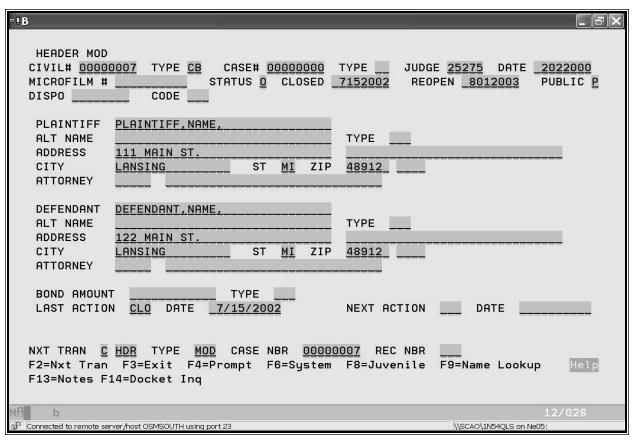
# Re-Opening a Case

To Re-open a case, modify the header screen and enter the date the case reopened in the reopen field along with an "O" in the status field. Following is an example of this.

From the Next Tran Line, enter the following information.

```
NXT TRAN <u>C HDR</u> TYPE <u>MOD</u> CASE NBR <u>20035555</u> REC NBR ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



Change the status of the case to "O - Open" and enter the date the case reopened in the "Reopen" field and press <Enter>. The system will reopen the case.